

Worksheet for Creating a New Scholarship Fund

Thank you for considering a scholarship to help Holland/Zeeland students achieve educational and career goals! We would be delighted to partner with you, offering you the benefit of our 40+ years of scholarship administration experience as well as:

- **Enabling tax savings for you**, particularly when you:
 - Gift stocks or other appreciated assets
 - Experience a high income-producing event
- **Helping you formulate meaningful candidate selection criteria, e.g.**
 - Academic performance
 - GPA and/or standardized test scores
 - School and coursework rigor
 - Performance in courses aligned with student career goals
 - Leadership
 - Service
 - Financial need, relying on the Free Application for Federal Student Aid's (FAFSA) Student Aid Report (SAR) for comparative data
 - Special circumstances
- **Managing administrative details**
 - Publicizing your scholarship's availability
 - Selecting candidates
 - Issuing award checks
 - Monitoring student academic performance against your scholarship's GPA criterion
- **Amplifying your scholarship award-making capacity** as investment returns grow your fund
- **Connecting you personally with students receiving your scholarship**
- **Offering a way to honor loved ones or leave your own legacy through an endowed, named scholarship fund**

You design your scholarship to meet your charitable goals, defining eligibility and selection criteria. You also determine whether you wish to endow the scholarship in perpetuity or pass through funds annually to provide currently-funded scholarship awards. We work to enable the best possible scholarship for you!

Please use this worksheet to convey your wishes and interests regarding your pending scholarship. Specific eligibility and selection criteria make it easier for the Foundation to select the type of student you wish to support. We will use the information you give us on this form as the basis for preparing a preliminary fund agreement and as the basis for selecting your scholarship recipients.

Donor(s)/Fund Contact(s): _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

1. Name your fund: _____

- Endowed
- Currently -funded pass-through

2. Desired number and amount of scholarships

Initial # of awards: _____ Initial amount of award: \$ _____

As the scholarship fund grows, I/we prefer to:

- increase the size of the award(s)
- increase the number of awards

Preference for award renewability (please select one)

- Non-renewable (support a new student each year)
- Renewable one time (support the same student for 2 years)
- Renewable three times (support the same student for 4 years)

Renewal guidelines, if applicable (select all that apply)

- Remains in good standing at educational institution
- Specific minimum cumulative college GPA desired
- Other (please specify): _____

3. Eligibility and selection criteria

Eligibility Criteria

A. Type of Student (please select all that apply)

- Graduating high school senior
- Current college student
- Graduate school student
- Non-traditional student (adult returning to school)

B. Graduating high school, if applicable (select one)

- All service area high schools (Black River, Holland Public, Holland Christian, West Ottawa, Zeeland East, Zeeland West)
- One or more specific high schools in service area (please specify):

- Other area high school(s) *Please consult with CFHZ before specifying high schools outside of the Holland/Zeeland area.

C. Students who will be pursuing a degree or certification (select one)

- Any U.S. two- or four-year accredited college, university, or vocational/technical school
- Any *Michigan* two- or four-year accredited college, university, or vocational/technical school
- A specific institution: _____

D. Optional criteria (select all that apply)

- First-generation college student
- Affiliation with a specific organization or program: _____
- Specific field of study (e.g. nursing, engineering, etc.): _____
- Other: _____

Selection Criteria

Please select all that apply and place an asterisk (*) next to the one selection criterion that is of greatest importance to you.

- Academic achievement (please list a minimum GPA, if desired) _____
- Financial need
- Leadership ability and activities
- Community service involvement
- Other: _____

Note: Some scholarship donors have wished, for example, that awards be given to students who have overcome obstacles, are late bloomers or have future potential, provide service above self, or are average students who need encouragement to excel further.

4. What is the purpose of your fund? Please share a few sentences or paragraphs about your goals/reasons for establishing this fund. []

5. As a donor(s), please provide a short biography of yourself and attach a recent photo.